

ECONOMIC OPPORTUNITY

CNCS Performance Measures Instructions

AmeriCorps State and National

2017

Tips for Using This Document

This version of the Performance Measures Instructions has been modified with additional resources to assist applicants in their review of performance measures. In addition to the Selection Rules and the instruction grids, the following have been added:

- A “Review Notes” section has been added to some grids. This section contains reminders of requirements specific to that performance measure. These requirements will result in clarification if it is not evident that they are met in the performance measure. This section is not all-inclusive, and applicants must still review the instruction grid and make sure that all definitions and requirements are met in the performance measure.
- A “FAQs” section has been added to some grids. This section is not inclusive of all 2017 FAQs and is for convenience only. Applicants should continue to refer to the full FAQs for answers to performance measure questions.
- Review notes have been added to the beginning of some Focus Area sections. These notes are not specific to any one performance measure.
- A chart explaining the major performance measure fields and how to complete them, with sample text, is provided for each focus area. Applicants should not copy these examples verbatim but should use them as a guide when entering their performance measures into the application.
- Appendix A explains MSY and member allocations. It is critical that applicants understand how to enter these allocations accurately.
- Appendix B contains the Performance Measures Checklist which is used by reviewers to assess performance measures. Checklist items that were specific to one performance measure have been removed from the checklist and added to the Review Notes. Applicants should use the PM checklist to ensure they do not miss important items as this will result in clarification. As always, the checklist does not include all potential performance measure problems, only the most common.

AmeriCorps State and National Performance Measures Requirements

All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. CNCS values the quality of performance measures over the quantity of performance measures. All information requested in the National Performance Measure Instructions must be included in the text of the performance measures in the performance measures module, and it must be evident in this text that all definitions and requirements outlined in the National Performance Measures Instructions and FAQs are met. Should an applicant choose to provide duplicate information about performance measures in the narrative, this information will also need to be in the performance measures module.

AmeriCorps State and National Performance Measures Selection Rules

These selection rules specify required output/outcome pairings for priority and complementary performance measures. All applicants must follow these selection rules. Please see the NOFO for additional information about application requirements.

Disaster Services

Type of Measure	Selection Rule		Strategic Plan Objective
	Output	Outcome	
Priority	D1	Applicant Determined Outcome	Assistance Provided
Priority	D2	Applicant Determined Outcome	Assistance Provided
Priority	D3	Applicant Determined Outcome	Assistance Provided
Priority	D4	Applicant Determined Outcome	Assistance Provided

Economic Opportunity

Type of Measure	Selection Rule		Strategic Plan Objective
	Output	Outcome	
Priority	O5	O11	Housing
Complementary	O1	O9	Financial Literacy
Complementary	O4	Applicant Determined Outcome	Housing
Complementary	O2	Applicant Determined Outcome	Employment
Complementary	O3	O10	Employment
Complementary*	O12	O15	Find Opportunity
Complementary*	O13	O16	Find Opportunity
Complementary*	O14	O17	Find Opportunity

*Applicants using these measures must also select a priority or complementary measure applicant-determined measure to reflect the community impact of the program

Education

Type of Measure	Selection Rule		Strategic Plan Objective
	Output	Outcome	
Priority	ED20 and ED21	ED23, ED24, and/or ED25	School Readiness
Priority	ED1 and ED2	ED5, ED27A, and/or ED27B	K-12 Success
Priority	ED3A and ED4A	ED5, ED27A, and/or ED27B	K-12 Success
Complementary	ED1 and ED2	ED9, ED10, ED26, and/or ED30	K-12 Success
Complementary	ED3A and ED4A	ED9, ED10, ED26, and/or ED30	K-12 Success
Complementary	ED31 and ED32	ED11	Post-HS Education Support
Complementary*	ED12 and ED13	ED14 and ED17 (ED18 and ED19 are optional)	Teacher Corps

*Teacher Corps programs must also select a priority or complementary measure or applicant-determined measure to reflect the community impact of the program

Environmental Stewardship

Type of Measure	Selection Rule		Strategic Plan Objective
	Output	Outcome	
Priority	EN4	EN4.1	At-Risk Ecosystems
Priority	EN5	EN5.1	At-Risk Ecosystems
Complementary	EN1	EN1.1	Energy Efficiency
Complementary	EN2	EN2.1	Green Jobs
Complementary	EN3	EN3.1 and/or EN3.2	Awareness & Stewardship
Complementary	EN6	EN6.1	At-Risk Ecosystems

Healthy Futures

Type of Measure	Selection Rule		Strategic Plan Objective
	Output	Outcome	
Priority	H8	H9	Aging in Place
Priority	H10 and/or H11	H12	Obesity & Food
Complementary	H1	Applicant-Determined Outcome	Access to Care
Complementary	H2	Applicant-Determined Outcome	Access to Care
Complementary	H3	Applicant-Determined Outcome	Access to Care
Complementary	H4	Applicant-Determined Outcome	Access to Care
Complementary	H5	Applicant-Determined Outcome	Obesity & Food
Complementary	H6	Applicant-Determined Outcome	Obesity & Food
Complementary	H7	Applicant-Determined Outcome	Obesity & Food

Veterans and Military Families

Type of Measure	Selection Rule		Strategic Plan Objective
	Output	Outcome	
Priority	V1	Applicant-Determined Outcome	Veterans & Families Served
Priority	V2	Applicant-Determined Outcome	Access & Attract
Priority	V7	Applicant-Determined Outcome	Veterans & Families Served
Priority	V8	Applicant-Determined Outcome	Veterans & Families Served
Priority	V9	Applicant-Determined Outcome	Veterans & Families Served
Priority	V10	Applicant-Determined Outcome	Access & Attract
Complementary	V3	Applicant-Determined Outcome	Veterans & Families Served
Complementary	V4	Applicant-Determined Outcome	Veterans & Families Served
Complementary	V6	Applicant-Determined Outcome	Veterans & Families Served

Capacity Building

Type of Measure	Selection Rule		Strategic Plan Objective
	Output	Outcome	
Priority	G3-3.1 and/or G3-3.2	G3-3.3	Capacity Building & Leverage
Complementary	G3-3.4, G3-3.5, G3-3.6, G3-3.7 and/or G3-3.8	G3-3.9, G3-3.10, G3-3.11, G3-3.12, G3-3.13, G3-3.14, G3-3.15, G3-3.16, and/or G3-3.17 (End outcomes G3-3.18 and G3-3.19 are optional)	Capacity Building & Leverage

ECONOMIC OPPORTUNITY

Measure O1	Number of economically disadvantaged individuals receiving financial literacy services.
Definition of Key Terms	<p>Economically disadvantaged: Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.</p> <p>Individuals: May be a single individual or may represent a family; may be of any age considered an "adult" in the state where services are provided</p> <p>Financial literacy services: Includes "financial literacy education with regard to credit management, financial institutions including banks and credit unions, and utilization of savings plans" (2009 Serve America Act).</p>
How to Calculate Measure/Collect Data	<p>Unduplicated count of individuals to whom the "financial literacy services" are provided. Note that this is not simply a referral service. Individuals may contact the organization more than once during the year to get help but each individual should be reported here only once. Services may be provided in-person, on the phone, or by email.</p> <p>Tracking mechanism appropriate for type of service. May be a sign-in sheet or a tracking database.</p>
Review Notes	Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)

FAQs	<p><i>E1. Can our members be considered economically disadvantaged members who will receive financial literacy services?</i></p> <p>Economically disadvantaged National Service Participants (i.e. AmeriCorps members) are defined in the National Performance Measure Instructions for performance measure O12 (http://www.nationalservice.gov/documents/main-menu/2014/2015-performance-measures-instructions) as follows:</p> <p>Economically disadvantaged National Service Participants: Current National Service Participants who are receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance.</p> <p>However, the economically disadvantaged individuals counted under performance measure O1 and O9 as receiving financial literacy services should be service recipients/beneficiaries, not National Service Participants. AmeriCorps members may be counted under measures O12-O17.</p>
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Measure O2	Number of economically disadvantaged individuals receiving job training and other skill development services.
Definition of Key Terms	<p>Economically disadvantaged individuals: Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.</p> <p>Job training: occupational skill training delivered in an institutional or classroom setting or skill training provided in an experiential workplace setting (may be called on-the-job training or work experience). P. 3, <u>Job Training Policy in the United States</u>, The Upjohn Institute, 2004. Includes job training that results in obtaining a state or union certification in a skilled trade.</p> <p>Other skill development services: these include:</p> <ul style="list-style-type: none"> • Remedial Education such as Adult Basic Education, GED Education, Adult ESL Education. • Classroom soft skills training that provides information about appropriate workplace behavior or job search skills. <p>(<u>Job Training Policy in the United States</u>, The Upjohn Institute, 2004.)</p>
How to Calculate Measure/Collect Data	<p>Unduplicated count of individuals completing the job training or skill development service for which they enrolled.</p> <p>Course attendance records.</p>
Review Notes	Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)

Measure O3	Number of economically disadvantaged individuals receiving job placement services.
Definition of Key Terms	<p>Economically disadvantaged individuals: Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.</p> <p>Job placement services: These services include job search and placement assistance (including career counseling); labor market information (which identifies job vacancies; skills needed for in-demand jobs; and local, regional and national employment trends); initial assessment of skills and needs; information about available services.</p>
How to Calculate Measure/Collect Data:	<p>Unduplicated count of individuals completing the job placement services for which they enrolled.</p> <p>Course attendance records.</p>
Review Notes	Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)

Measure O4	Number of housing units developed, repaired, or otherwise made available for low-income individuals, families or people with disabilities.
Definition of Key Terms	<p>Housing unit: A single-family home (including a mobile home if permanently placed), an apartment, or a room in a group home for people with disabilities.</p> <p>Develop: Build new or substantially rehabilitate housing units that were uninhabitable or soon would have become so. Involves replacing major systems such as the roof, the plumbing, the wiring, the foundation, or elevating the unit as required by a flood plain standard.</p> <p>Repair: A more modest level of physical work on the unit, such as weatherizing, painting, replacing appliances and removing safety hazards..</p> <p>Otherwise made available: Activities that make available <u>through improved access</u> a housing unit that is in the housing stock and likely to remain habitable. For example, assistance in searching for the unit, a rent subsidy that makes the unit affordable to the individual or family.</p> <p>Low-income: Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.</p> <p>Individuals and families: The U.S. Census definition of “household,” which includes all the persons who occupy a housing unit. The occupants may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements.</p> <p>People with disabilities: Subset of individuals and families that meets a definition related to inability to live independently without support (could use HUD definition). Separate mention in this measure may not be needed, but could leave it in and count units for people with disabilities separately to acknowledge emphasis on this population.</p>
How to Calculate Measure/ Collect Data	<p>Unduplicated count of Housing Units developed, repaired, or otherwise made available as defined here for low income individuals, families or persons with disabilities. This count indicates that the work has been completed to make the units available but they may or may not have been occupied.</p> <p>Programs can use a dollar cut-off to distinguish “developed” from “repaired” (e.g., 30K/unit) or can distinguish by whether major systems are replaced. Dollar cut-off would require valuing volunteer labor, distinguishing between skilled trades and other workers.</p> <p>Programs that are able to count Individuals placed in the housing units they develop, repair or make available should report on Measure O5.</p> <p>Inspection report, certificate of occupancy, or other verification from an external agency that the work was completed.</p>

Measure O5	Number of economically disadvantaged individuals, including homeless individuals, receiving housing services.
Definition of Key Terms	<p>Economically disadvantaged: Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.</p> <p>Homeless: Individuals who spend the night in a place not intended for human habitation, in an emergency shelter, or in a transitional housing facility. See the Dept. of Housing and Urban Development definition at http://www.hud.gov/homeless/definition.cfm</p> <p>Individuals: Each unique person who will be occupying the unit legally including adults and children but not unborn children.</p> <p>Housing services: Helps qualifying individuals find appropriate housing, find the resources to support use of appropriate housing, and assists individuals in accessing the appropriate housing. May or may not result in an actual placement. May also include hands-on housing development and repair activities. Housing development adds to the housing stock by building a new unit or substantially rehabilitating a unit that was either uninhabitable or soon would have become so. Involves replacing major systems such as the roof, the plumbing, the wiring, the foundation, or elevating the unit as required by a flood plain standard. Housing repair is a more modest level of physical work on the unit, such as weatherizing, painting, replacing appliances and removing safety hazards. Service requires an engagement with the individual in person, by phone, or through a web-interface. Pamphlets, brochures, or web-based information that does not involve a human interaction is not sufficient.</p>
How to Calculate Measure/Collect Data	<p>Count of Individuals as defined above benefitting from the housing service. Can only count each individual once during the program year even though it may be necessary to provide services to the individual more than once.</p> <p>Programs that are only able to count Housing Units should report on Measure O4.</p> <p>The data should be collected using a tracking mechanism appropriate for the type of service, which may include: CNCS-supported agency's administrative or call center records, referral logs, attendance logs or sign-in sheet, client tracking database, or other information management system.</p> <p>The client tracking database should have unique IDs (e.g. Homeless Management Information System (HMIS)).</p>
Review Notes	Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)

Measure O9	Number of economically disadvantaged individuals with improved financial knowledge.
Definition of	Disadvantaged individuals: those counted as participating in O1.
Key Terms	Improved Financial Knowledge: the financial literacy program should have learning objectives. The improved financial knowledge should be based on those pre-defined learning objectives. Individuals participating in the financial literacy services should know more after they participate than before.
How to Calculate Measure/	Count of individuals provided services in O1 whose pre-test and post-test scores indicate that they know more about at least one of the financial literacy topics presented.
Collect Data	Must conduct a pre-test/post-test to determine amount of knowledge gained.
Review Notes	Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)
FAQs	<p><i>E2. Can our members be considered economically disadvantaged members who will receive financial literacy services?</i></p> <p>Economically disadvantaged National Service Participants (i.e. AmeriCorps members) are defined in the National Performance Measure Instructions for performance measure O12 (http://www.nationalservice.gov/documents/main-menu/2014/2015-performance-measures-instructions) as follows:</p> <p>Economically disadvantaged National Service Participants: Current National Service Participants who are receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance.</p> <p>However, the economically disadvantaged individuals counted under performance measure O1 and O9 as receiving financial literacy services should be service recipients/beneficiaries, not National Service Participants. AmeriCorps members may be counted under measures O12-O17.</p>

Measure O10	Number of economically disadvantaged individuals placed in jobs.
Definition of	Economically disadvantaged individuals: Individuals counted for O3
Key Terms	Placed in jobs: individual is hired in a new job as a result of job placement services provided; individual may have been previously working in a different job or previously unemployed.
How to Calculate Measure/	Count of individuals receiving services in O3 who are hired into a new job. Count each individual only once even if the individual receives placement in more than one job.
Collect Data	Suggested method is a copy of acceptance letter from employer or copy of first pay stub.
Review Notes	Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)

Measure O11	Number of economically disadvantaged individuals, including homeless individuals, transitioned into safe, healthy, affordable housing.
Definition of Key Terms	<p>Economically disadvantaged: Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.</p> <p>Homeless: Individuals who spend the night in a place not intended for human habitation, in an emergency shelter, or in a transitional housing facility. See the Dept. of Housing and Urban Development's definition at http://www.hud.gov/homeless/definition.cfm</p> <p>Individuals: Each unique person who will be occupying the unit legally including adults and children but not unborn children.</p> <p>Safe, healthy, affordable housing: Family or individual moves into a housing unit with secure tenure (lease or ownership document). Grantee certifies that the housing is safe and healthy, based on an inspection or other documentation. Grantee defines affordability and certifies that the housing unit is affordable to the household. See the Dept. of Housing and Urban Development's Affordable Housing page at http://www.hud.gov/offices/cpd/affordablehousing/</p>
How to Calculate Measure/Collect Data	<p>Count of individuals. Can only count each person once during the program year even though it may be necessary to provide services more than once.</p> <p>An inspection report and certificate of occupancy, proof of residence such as lease or mortgage, or other verification from an external agency that the work was completed and is being occupied might be used.</p>
Review Notes	Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)

Measure O12	Number of economically disadvantaged National Service Participants who are unemployed prior to their term of service.
Definition of Key Terms	<p>This measure is a count of individuals who are entered into CNCS' National Service Trust database, who complete their term of service, earn an education award, <u>or</u> leave service due to compelling circumstances (see 45 CFR §2522.200). Individuals who are not enrolled in the National Service Trust, or who are dismissed, will not be counted.</p> <p>Economically disadvantaged National Service Participants: Current National Service Participants who are receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance.</p> <p>Unemployed: do not have paid, regular employment or were not serving in the military/national guard within the month prior to beginning their term of service.</p>
How to Calculate Measure/Collect Data	<p>Count of economically disadvantaged National Service Participants who are unemployed prior to their term of service according to above definition.</p> <p>Suggested: Self-report of National Service Participant at beginning of term of service. Program will have to wait until end of term of service to determine if the member should be counted here. Would only be counted if: (1) meet the count of individuals as define above and (2) have not been admitted for another term of service.</p>
Additional Notes	<p>If the applicant's or grantee's goal is to help the National Service Participants obtain employment during their term of service that may result in the National Service Participants leaving service early, they should ensure that the program has approved design that includes exit for "compelling personal circumstances" as specified in 45 CFR §2522.230.</p> <p>The program should collect the data at the time the National Service Participant begins service.</p> <p>What were you doing most of last month?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Working at a regular job <input type="checkbox"/> Serving in the military / reserves <input type="checkbox"/> Working sporadically <input type="checkbox"/> Looking for work <input type="checkbox"/> Other _____

Review Notes	<p>MSYs must be zero for Teacher Corps (ED12, ED13, ED14, ED17, ED18, ED19) and Member Development (O12, O13, O14, O15, O16, O17) performance measures and any other performance measures that measure member outcomes rather than beneficiary outcomes (EN2, EN2.1, V2, V10).</p> <p>Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)</p> <p>Member development measures (O12, O13, O14, O15, O16, O17) must have a 30-day timeline, not the previously acceptable 90-day timeline.</p> <p>Member development measures (O12, O13, O14, O15, O16, O17) or volunteer generation measures (G3-3.1, G3-3.2, G3-3.3) should only be present if these activities are the primary focus of the program or a significant component of the program's theory of change.</p> <p>Applicants selecting this measure must also select a performance measure that reflects the community impact of the program from any focus area.</p>
FAQs	<p><i>E3. eGrants won't let me enter MSYs and slots for member development National Performance Measures. Is this a glitch?</i></p> <p>No, this is not a glitch. We do not collect data on MSYs and slots for the member development National Performance Measures.</p>

Measure O13	Number of economically disadvantaged National Service Participants who have not obtained their high school diploma or equivalent prior to the start of their term of service.
Definition of Key Terms	<p>This measure is a count of individuals who are entered into CNCS' National Service Trust database, who complete their term of service, earn an education award, <u>or</u> leave service due to compelling circumstances (see 45 CFR §2522.200). Individuals who are not enrolled in the National Service Trust, or who are dismissed, will not be counted.</p> <p>Economically disadvantaged National Service Participants: Current National Service Participants who are receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance.</p>
How to Calculate Measure/Collect Data	<p>Program will have to wait until end of term of service to determine if the member should be counted here. Would only be counted if member meets the count of individuals as defined above.</p> <p>The program should collect the data at the time the National Service Participant begins service.</p> <p>Have you obtained your GED/diploma?</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure. Explain. _____ </p>
Review Notes	<p>MSYs must be zero for Teacher Corps (ED12, ED13, ED14, ED17, ED18, ED19) and Member Development (O12, O13, O14, O15, O16, O17) performance measures and any other performance measures that measure member outcomes rather than beneficiary outcomes (EN2, EN2.1, V2, V10).</p> <p>Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)</p> <p>Member development measures (O12, O13, O14, O15, O16, O17) must have a 30-day timeline, not the previously acceptable 90-day timeline.</p> <p>Member development measures (O12, O13, O14, O15, O16, O17) or volunteer generation measures (G3-3.1, G3-3.2, G3-3.3) should only be present if these activities are the primary focus of the program or a significant component of the program's theory of change.</p> <p>Applicants selecting this measure must also select a performance measure that reflects the community impact of the program from any focus area.</p>

FAQs	<p><i>E4. eGrants won't let me enter MSYs and slots for member development National Performance Measures. Is this a glitch?</i></p> <p>No, this is not a glitch. We do not collect data on MSYs and slots for the member development National Performance Measures.</p>
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Measure O14	Number of economically disadvantaged National Service Participants who have their high school diploma or equivalent but have not completed a college degree prior to their term of service.
Definition of Key Terms	<p>This measure is a count of individuals who are entered into CNCS' National Service Trust database, who complete their term of service, earn an education award, <u>or</u> leave service due to compelling circumstances (see 45 CFR §2522.200). Individuals who are not enrolled in the National Service Trust, or who are dismissed, will not be counted.</p> <p>College, as defined for this performance measure, refers to any postsecondary higher education institution. Therefore, it includes colleges, universities, and technical and vocational schools (definition of college per US Census).</p> <p>Economically disadvantaged National Service Participants: Current National Service Participants who are receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance</p>
How to Calculate Measure/Collect Data	<p>Program will have to wait until end of term of service to determine if the member should be counted here. Would only be counted if member meets the count of individuals as defined above.</p> <p>The program should collect the data at the time the National Service Participant begins service.</p> <p>Have you obtained your GED/diploma?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Not sure. Explain. _____</p> <p>Have you completed a college degree?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Not sure. Explain. _____</p>

Review Notes	<p>MSYs must be zero for Teacher Corps (ED12, ED13, ED14, ED17, ED18, ED19) and Member Development (O12, O13, O14, O15, O16, O17) performance measures and any other performance measures that measure member outcomes rather than beneficiary outcomes (EN2, EN2.1, V2, V10).</p> <p>Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)</p> <p>Member development measures (O12, O13, O14, O15, O16, O17) must have a 30-day timeline, not the previously acceptable 90-day timeline.</p> <p>Member development measures (O12, O13, O14, O15, O16, O17) or volunteer generation measures (G3-3.1, G3-3.2, G3-3.3) should only be present if these activities are the primary focus of the program or a significant component of the program's theory of change.</p> <p>Applicants selecting this measure must also select a performance measure that reflects the community impact of the program from any focus area.</p>
FAQs	<p><i>E5. eGrants won't let me enter MSYs and slots for member development National Performance Measures. Is this a glitch?</i></p> <p>No, this is not a glitch. We do not collect data on MSYs and slots for the member development National Performance Measures.</p>

Measure O15	Number of economically disadvantaged National Service Participants that secure employment during their term of service or within thirty days after finishing the program
Definition of Key Terms	<p>This measure is a count of individuals who are entered into CNCS' National Service Trust database, who complete their term of service, earn an education award, <u>or</u> leave service due to compelling circumstances (see 45 CFR §2522.200). Individuals who are not enrolled in the Education Trust, or who are dismissed, will not be counted.</p> <p>Economically disadvantaged National Service Participants: Current National Service Participants who are receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance</p> <p>Securing employment refers to paid, regular employment or serving in the military/national guard within the past week.</p> <p>The span of time for which a member will be counted under this measure includes enrollment to 30 days after a member leaves service.</p>
How to Calculate Measure/ Collect Data	<p>If the applicant's or grantee's goal is to help the National Service Participants obtain employment during their term of service that may result in the National Service Participants leaving service early, they should ensure that the program has approved design that includes exit for "compelling personal circumstances" as specified in 45 CFR §2522.230.</p> <p>Count of individuals in O12 who are hired into a job during the term of service or within 30 days after finishing the program. Count each individual only once even if the individual receives placement in more than one job.</p> <p style="text-align: center;">□</p> <p>Suggested: Copy of acceptance letter from employer or copy of first pay stub.</p>

Review Notes	<p>MSYs must be zero for Teacher Corps (ED12, ED13, ED14, ED17, ED18, ED19) and Member Development (O12, O13, O14, O15, O16, O17) performance measures and any other performance measures that measure member outcomes rather than beneficiary outcomes (EN2, EN2.1, V2, V10).</p> <p>Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)</p> <p>Member development measures (O12, O13, O14, O15, O16, O17) must have a 30-day timeline, not the previously acceptable 90-day timeline.</p> <p>Member development measures (O12, O13, O14, O15, O16, O17) or volunteer generation measures (G3-3.1, G3-3.2, G3-3.3) should only be present if these activities are the primary focus of the program or a significant component of the program's theory of change.</p> <p>Applicants selecting this measure must also select a performance measure that reflects the community impact of the program from any focus area.</p>
FAQs	<p><i>E6. eGrants won't let me enter MSYs and slots for member development National Performance Measures. Is this a glitch?</i></p> <p>No, this is not a glitch. We do not collect data on MSYs and slots for the member development National Performance Measures.</p>

Measure O16	Number of economically disadvantaged National Service Participants that obtain a GED/diploma while serving in a CNCS program or within 30 days after finishing the program.
Definition of Key Terms	<p>This measure is a count of individuals who are entered into CNCS' National Service Trust database, who complete their term of service, earn an education award, or leave service due to compelling circumstances (see 45 CFR §2522.200). Individuals who are not enrolled in the Education Trust, or who are dismissed, will not be counted.</p> <p>The span of time for which a member will be counted under Economically disadvantaged National Service Participants: Current National Service Participants who are receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance. This measure includes enrollment to 30 days after a member leaves service.</p>
How to Calculate Measure/Collect Data	<p>Of the members counted in O13, count of how many obtained a GED/diploma either during their term of service or within 30 days after the term of service ends.</p> <p>Have you obtained your GED/diploma since [enter date of enrollment]?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you obtained your GED/diploma since leaving the program?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Review Notes	<p>MSYs must be zero for Teacher Corps (ED12, ED13, ED14, ED17, ED18, ED19) and Member Development (O12, O13, O14, O15, O16, O17) performance measures and any other performance measures that measure member outcomes rather than beneficiary outcomes (EN2, EN2.1, V2, V10).</p> <p>Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)</p> <p>Member development measures (O12, O13, O14, O15, O16, O17) must have a 30-day timeline, not the previously acceptable 90-day timeline.</p> <p>Member development measures (O12, O13, O14, O15, O16, O17) or volunteer generation measures (G3-3.1, G3-3.2, G3-3.3) should only be present if these activities are the primary focus of the program or a significant component of the program's theory of change.</p> <p>Applicants selecting this measure must also select a performance measure that reflects the community impact of the program from any focus area.</p>

FAQs	<p><i>E7. eGrants won't let me enter MSYs and slots for member development National Performance Measures. Is this a glitch?</i></p> <p>No, this is not a glitch. We do not collect data on MSYs and slots for the member development National Performance Measures.</p>
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Measure O17	Number of economically disadvantaged members that register for a college course during the term of service or within 30 days after finishing a CNCS-supported program
Definition of Key Terms	<p>This measure is a count of individuals who are entered into CNCS' National Service Trust database, who complete their term of service, earn an education award, <u>or</u> leave service due to compelling circumstances (see 45 CFR §2522.200). Individuals who are not enrolled in the National Service Trust, or who are dismissed, will not be counted.</p> <p>College, as defined for this performance measure, refers to any postsecondary higher education institution. Therefore, it includes colleges, universities, and technical and vocational schools (definition of college per US Census).</p> <p>Register for a college course: may have registered or enrolled in course during term of service or within 30 days after term of service ends. If student registered during the term of service, the student did not drop out and did not take an "incomplete."</p> <p>Economically disadvantaged National Service Participants: Current National Service Participants who are receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance</p>
How to Calculate Measure/Collect Data	<p>Of the members counted in O14, count of how many registered for a college course as defined above during the term of service or within 30 days after a member leaves service.</p> <hr/> <p>Have you registered for a college course while in the program or since leaving the program?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes, does this course contribute toward a recognized college degree or educational credential?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

Review Notes	<p>MSYs must be zero for Teacher Corps (ED12, ED13, ED14, ED17, ED18, ED19) and Member Development (O12, O13, O14, O15, O16, O17) performance measures and any other performance measures that measure member outcomes rather than beneficiary outcomes (EN2, EN2.1, V2, V10).</p> <p>Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)</p> <p>Member development measures (O12, O13, O14, O15, O16, O17) must have a 30-day timeline, not the previously acceptable 90-day timeline.</p> <p>Member development measures (O12, O13, O14, O15, O16, O17) or volunteer generation measures (G3-3.1, G3-3.2, G3-3.3) should only be present if these activities are the primary focus of the program or a significant component of the program's theory of change.</p> <p>Applicants selecting this measure must also select a performance measure that reflects the community impact of the program from any focus area.</p>
FAQs	<p><i>E8. eGrants won't let me enter MSYs and slots for member development National Performance Measures. Is this a glitch?</i></p> <p>No, this is not a glitch. We do not collect data on MSYs and slots for the member development National Performance Measures.</p>

Performance Measure Example:

Field	What Should Be Entered Here	Example
Title	Enter a short, descriptive title for your performance measure. Different aligned performance measures should have different titles so that they can be easily referenced.	Improving Homes
Problem Statement	Briefly describe the problem your program will address with this performance measure. Your description should provide just enough context that the program's theory of change will be evident without referencing the application narrative or logic model. Also address any definitions from the Performance Measures Instructions that are relevant to the aligned measure as a whole, e.g. definition of "economically disadvantaged."	Ten percent of the housing stock in the rural areas of our state is classified as unhealthy or unsafe. The Adequate Housing for All AmeriCorps Program rebuilds or repairs severely distressed houses in a large rural area. The program will request information about the annual income of program beneficiaries, and only beneficiaries that meet the income eligibility requirements to receive TANF, Food Stamps (SNAP), Medicaid, SCHIP, and/or Section 8 housing assistance will be counted.
Selected Interventions	Select only the interventions that contribute to the outcomes of this aligned performance measure. For applicant-determined interventions, enter a one or two word description of the intervention.	Home Repair

Description of Interventions	Describe the design and dosage of the interventions you have selected.	Fifteen full-time AmeriCorps members, all of whom were unemployed prior to their service terms, repair severely distressed houses in a large rural area. Members receive extensive training in home rehabilitation techniques including roofing, plumbing, wiring and/or foundation repair. They work together in teams to identify homes in the area that are currently classified by inspectors as unhealthy or unsafe, then conduct the necessary building repair activity.
Output	Either select National Performance Measure output(s) or enter your own output title. If entering an applicant-determined output, it should be clear what the output is counting.	Number of economically disadvantaged individuals, including homeless individuals, receiving housing services.
Select Method	Select the data collection method you will use to measure the output. If the National Performance Measure(s) you have selected require a specific instrument, you must select that instrument.	Other
Instrument Description	In this text field you must provide the dosage that is necessary to be counted in the output, the name of the instrument you will use to measure the output, a clear description of what the	The program will record the number of economically disadvantaged individuals who reside in homes that are rebuilt and/or repaired by AmeriCorps members. Only beneficiaries that meet the

	<p>instrument will measure, and an explanation of how you will ensure that beneficiaries are not double counted. Also describe how the instrument is sufficient to meet the data collection requirements outlined in the Performance Measures Instructions, if applicable.</p> <p>Note: If your output measures participation, describe the minimum dosage necessary to be considered a participant. If your output measures completion, describe the dosage necessary to be counted as having completed the program.</p>	income eligibility requirements to receive TANF, Food Stamps (SNAP), Medicaid, SCHIP, and/or Section 8 housing assistance will be counted.
Target #	The number of beneficiaries described in the output title. Targets must be numbers, not percents.	180
Unit of Measure	The unit of measure specified in the output title. The unit of measure auto-populates for National Performance Measures. For applicant-determined measures, the unit of measure should describe the population you intend to count (children, miles, etc.)	Economically disadvantaged individuals
Outcome Title	Either select National	Number of economically

	Performance Measure outcome(s) or enter your own outcome title. If entering an applicant-determined outcome, it should clearly state a measurable change in knowledge, attitude, behavior or condition.	disadvantaged individuals, including homeless individuals, transitioned into safe, affordable housing.
Select Method	Select the data collection method you will use to measure the outcome. If the National Performance Measure(s) you have selected require a specific instrument, you must select that instrument.	Other
Instrument Description	In this text field you must provide the name of the instrument you will use to measure the outcome, a clear description of what the instrument will measure and how the construct to be measured is defined, the timeline for administering the instrument and the level of improvement that is necessary to be counted as having improved. Also provide details about the reliability and validity of the instrument, and how the instrument is sufficient to meet the data collection requirements outlined in the Performance Measures Instructions, if applicable.	When the repairs are completed, home inspections will be performed by a certified inspector to ensure that the completed home is safe and healthy. The residents of each household will also be asked what percentage of their household income will be considered affordable: Housing that costs 30% or less of the total household income will be considered affordable. All economically disadvantaged individuals who reside in rebuilt/repared homes that pass inspection and meet the definition of "affordable" will be counted under this measure.

Target #	The number of beneficiaries described in the outcome title. Targets must be numbers, not percents.	180
Unit of Measure	The unit of measure specified in the output title. The unit of measure auto-populates for National Performance Measures. For applicant-determined measures, the unit of measure should describe the population you intend to count (children, miles, etc.)	Economically disadvantaged individuals

Appendix A: Understanding MSY and Member Allocations in the AmeriCorps State and National Application

How to Calculate MSY and Member Allocations

In the performance measure module, applicants enter the total share of program resources (MSYs and members) that will be directed to each objective.¹ Member and MSY allocations entered in the application are understood to be the program's best estimate of how member time will be allocated to various program objectives.

The charts below show how a sample program could calculate its MSY allocations for different member types and different percentages of member time spent per objective. In this example, the program has a total of 135 members. All members spend some time contributing to the K-12 Success objective. Only the program's 105 full-time and half-time members contribute to the School Readiness objective.

Objective #1: K12 Success							
Type of Member	MSY Multiplier for Type	X	Number of Members for Type	X	% of Member Time for Objective	=	MSY Allocation
FT	1	X	100	X	.50	=	50
HT	.5	X	5	X	.80	=	2
RHT	.3809524	X	10	X	1.00	=	3.81
QT	.26455027	X	10	X	1.00	=	2.65
MT	.21164022	X	10	X	1.00	=	2.17
Total Members			135	Total MSYs			60.63

¹ Objectives are objectives of the CNCS strategic plan. Activity that does not contribute to a strategic plan objective is categorized as "Other."

Objective #2: School Readiness							
Type of Member	MSY Multiplier for Type	X	Number of Members for Type	X	% of Member Time for Objective	=	MSY Allocation
FT	1	X	100	X	.50	=	50 MSY
HT	.5	X	5	X	.20	=	.5 MSY
RHT	.3809524	X	0	X	0	=	
QT	.26455027	X	0	X	0	=	
MT	.21164022	X	0	X	0	=	
Total Members			105	Total MSYs			50.5

How It Looks on the MSY Tab

The program enters the total number of MSYs and members for each objective on the MSY/Members tab of the performance measures module. The system automatically calculates the percentage of MSYs allocated to each objective.

Home Page Objective MSY/Members Performance Measures Data Collection Summary

Screen Instructions

On this tab, you will enter information about the allocation of MSYs and members across the focus areas and objectives you have selected. Begin by entering the total MSYs for your program.

Next, enter the number of MSYs your program will allocate to each objective. Only the objectives that were selected on the previous tab appear in the MSY chart. If some of your program's objectives are not represented in the chart, return to the previous tab and select additional objectives. The MSY chart must show how all your program's resources are allocated. If you have selected the Find Opportunity objective (under the Economic Opportunity focus area) and/or the Teacher Corps objective.

Summary

Program: Area/Corps

Focus Areas: Education

Objectives: School Readiness, K-12 Success

Resource Allocation

* Enter total MSYs for the project: 111.13

Enter the number of MSYs allocated to each objective. For planning grants, enter 0.

Focus Area	Objective	MSY	% of total MSY	Members
Education	School Readiness	50.50	45.44	105
Education	K-12 Success	60.63	54.60	139
Sub Total:		111.13	100.00	240
GRAND TOTAL:		111.13	100.0	240

Back Next

Note: Programs that select the Find Opportunity objective (Economic Opportunity Focus Area) or the Teacher Corps objective (Education Focus Area) must enter 0 MSYs for these objectives and allocate

their MSYs to other objectives. This is because the MSY allocations are designed to show how programs' resources are allocated to activities that benefit the community. The Find Opportunity and Teacher Corps objectives are focused on benefits to members.

How It Looks in the 424 PDF

Table 1 and its corresponding pie chart show the total number of MSYs by Focus Area. Since both the K-12 Success and School Readiness objectives are in the Education Focus Area, Table 1 shows 100% of MSYs in Education.

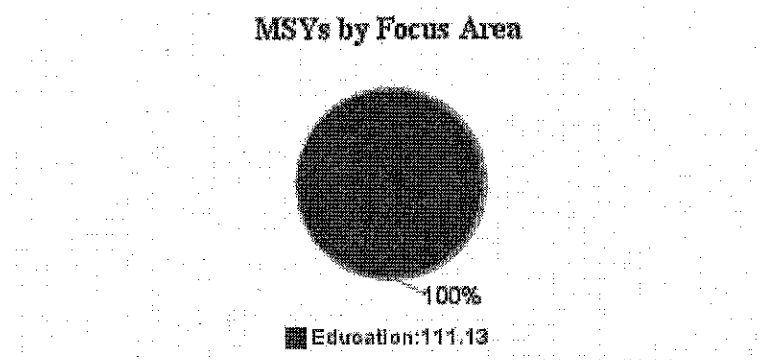


Table1: MSYs by Focus Areas

Focus Area	% MSYs
Education	100%

Table 4 in the PDF report shows the number of MSYs and members allocated to each objective, as seen on the MSY/Members tab:

Table4: No of MSY and Members by Objective

Objectives	No of MSYs	No of Members
K-12 Success	60.63	135
School Readiness	50.50	105
Total	111.13	240

Note that the total number of members does not accurately reflect the number of slots the program is requesting since some members are performing service in both objectives. The total number of MSYs does, however, reflect the total number of MSYs requested by the program.

Table 2 and its corresponding pie chart show the same MSY information expressed as percentages of the total MSYs:

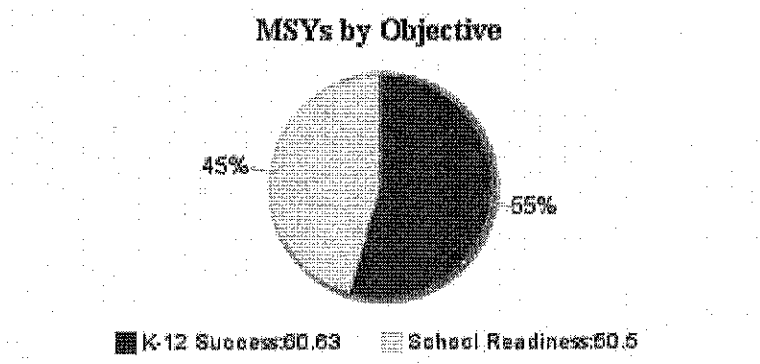


Table2: MSYs by Objectives

Objectives	%MSYs
K-12 Success	55%
School Readiness	45%

How To Assign MSYs to Performance Measures

When a program creates an aligned performance measure, it must indicate how many MSYs and how many members will contribute to the outcomes of the aligned measure. Based on the MSY allocations already entered for the sample program, the program may allocate no more than 60.63 MSYs to K-12 Success performance measures, and no more than 50.5 MSYs to School Readiness performance measures. However, programs are not required to measure all of their activities, so it is possible that not all of these MSYs will be allocated to performance measures.

Our sample program has three performance measures, one for the K-12 Success objective and two for the School Readiness objective.

Objective #1: K-12 Success							
Intervention	Aligned Performance Measure	Percent of K-12 Success Time Spent on Achieving PM Outcomes	X	Total MSYs in Objective	=	MSYs Allocated to Performance Measure	Percent of Total MSYs
Mentoring	ED3A, ED4A, ED27A	.75	X	60.63	=	45.47	41%
Parent Engagement	No performance measure.	.25	X	60.63		NA	14%

Objective #2: School Readiness							
Intervention	Aligned Performance Measure	Percent of K-12 Success Time Spent on Achieving PM Outcomes	X	Total MSYs in Objective	=	MSYs Allocated to Performance Measure	Percent of Total MSYs
Tutoring 1:1	ED20, ED21, ED23	.75	X	50.5	=	37.88	34%
Parent Engagement	Applicant-Determined Measure	.25	X	50.5	=	12.62	11%

Note: Any aligned performance measure that has member outcomes rather than beneficiary outcomes should have an MSY allocation of 0 members since MSY allocations are designed to show how programs' resources are allocated to achieving beneficiary outcomes.

How It Looks in the 424 PDF

Table 3 and its corresponding pie chart in the 424 PDF report shows the percentage of MSYs allocated to National Performance Measures, applicant-determined performance measures, or to no performance measures. As seen in the table above, the program has two National Performance Measures (ED3A/4A/27A and ED20/21/23), accounting for 75% of total MSYs. The program has one applicant-determined measure, and a small percentage of program activity is not being measured.

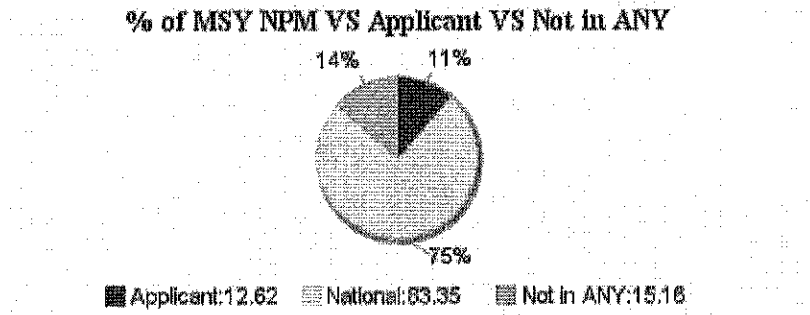


Table3: %MSYs by NPM vs.Applicant vs. Not in ANY

	NPM	Applicant	Not in ANY
% MSYs	75%	11%	14%

CNCS requires all applicants to have one aligned performance measure for the primary intervention. Applicants may have additional aligned measures provided that they measure significant programmatic activities. There is no expectation that 100% of program activity would be allocated to National Performance Measures, or to any performance measures at all.

Appendix B: Performance Measures Checklist

This checklist is used to assess performance measures during the review process. Items on the checklist are common problems that require clarification. The checklist is not a comprehensive list of all performance measure items that may require clarification. Refer to the Performance Measure Instructions and FAQs for full requirements.

Note: In this version of the PM Instructions, items pertaining to specific performance measures have been moved to the Reviewer Notes Section for those performance measures. Assess the following items for ALL performance measures unless otherwise noted:

Alignment with Narrative/TOC
Focus areas, objectives, interventions, outputs and outcomes are consistent with the application narrative, logic model and theory of change.
Interventions
The interventions selected contribute directly to the outputs and outcomes.
Interventions are not repeated in multiple aligned performance measures.
Dosage
The dosage (frequency, intensity, duration of intervention) is described and is sufficient to achieve outcomes.
Resource Allocation
MSY and member allocation charts are consistent with the member activities/time spent on member activities described in the application narrative.
MSY allocations for performance measures are reasonable. (If it is clear that not all interventions are being measured, then 100% of MSYs should not be allocated to performance measures. CNCS expects an accurate estimate of MSYs that will lead to performance measure outcomes and does not require applicants to measure 100% of program activity or to allocate a certain percentage of activity to National Performance Measures.)
Selection Rules/Performance Measure Instructions
Unless the applicant is a continuation, no retired measures (e.g., measures marked deleted or not appearing in the 2015 Performance Measures Instructions) have been selected.
The applicant has at least 1 aligned performance measure for the primary intervention.
National Performance Measures conform to selection rules, definitions and data collection requirements specified in the Performance Measure Instructions. (Compliance with definitions and data collection requirements must be clearly explained in the performance measure text boxes or

must be clarified.)
It is clear that beneficiaries are not double-counted in an aligned performance measure.
National Performance Measures count beneficiaries, not AmeriCorps members, unless the measure specifies that national service participants are to be counted.
The population counted in each National Performance Measure is the population specified in the Performance Measure Instructions.
Applicant is not using applicant-determined member development or volunteer generation measures that are the same or similar to National Performance Measures or Grantee Progress Report demographic indicators (e.g., number of volunteers.)
Alignment & Quality
Applicant-determined outputs and outcomes are aligned correctly.
Outputs and outcomes clearly identify what is counted.
Each output or outcome counts only one thing (except certain National Performance Measures).
Outcomes clearly identify a change in knowledge, attitude, behavior or condition. (Counts that do not measure a change are outputs and must be labeled as such.)
Outcomes clearly specify the level of improvement necessary to be counted as "improved" and it is clear why this level of improvement is significant for the beneficiary population served.
Outcomes count individual level gains, not average gains for the population served.
Outcomes measure meaningful/significant changes and are aligned with the applicant's theory of change. (Note: Outcomes that do not measure significant changes in knowledge, attitude, behavior or condition should be revised. If the applicant is not able to propose a meaningful outcome, the aligned performance measure should be removed. CNCS prefers that applicants measure a small number of meaningful outcomes rather than a large number of outputs paired with insignificant outcomes.)
Outcomes can be measured during a single grant year.
Data Collection/Instruments
Data collection methods are appropriate.
Instruments are likely to yield high quality data.
The instrument, and what it measures, is clearly described.
If the Performance Measure Instructions specify the instrument to be used, the applicant is using that

instrument (e.g., pre/post test).
The instrument measures the change specified in the outcome. (For example, if the outcome is a change in knowledge, the proposed instrument measures a change in knowledge, not a change in attitude.)
Output instruments are sufficient to count all beneficiaries served and to ensure that individuals are not double-counted.
Outcome instruments will be administered to all beneficiaries receiving the intervention or completing the program. (Note, competitive grantees may propose a sampling plan for CNCS approval if this is not the case. Formula grantees are not permitted to sample.)
Pre/Post Test (PO Note: Skip this section if the applicant is not using a pre/post test.)
If using a pre/post test to measure knowledge gains from training activities, it is clear how the pre/post test is connected to the learning objectives of the training.
The timeline for administering the pre/post test is clear.
If a pre/post test is required by the Performance Measure Instructions, the instrument described is a pre/post test.
The applicant can successfully match pre-test data with post-test data at the individual level. The same instrument must be used for the pre-test and the post-test.
Targets
Target values appear ambitious but realistic/It is clear how targets were set.
Outcome targets are smaller than output targets, with some exceptions (i.e., capacity-building National Performance Measures). Note: In some cases it may be appropriate for the outcome target to be equal to the output target.
The output and outcome targets are reasonably proportional. Note: What constitutes reasonably proportional may depend on what is being counted, how and when.
Unit of Measure
The unit of measure is not AmeriCorps members except in National Performance Measures that count national service participants.
The unit of measure is consistent for all outputs or outcomes in the PM unless otherwise specified in the Performance Measure Instructions.
The unit of measure is not hours.
The unit of measure is a number, not a percent.

Sampling (PO Note: If the applicant does not propose sampling, skip this section.)
If sampling is proposed, the targets represent the total for the population being served, not just the sample. (Note: Formula grantees are not permitted to sample.)
If sampling is proposed, the sampling plan is forwarded to CNCS for consideration. (Note: Formula grantees are not permitted to sample.)
Misc.
The applicant has not opted into National Performance Measures but has the potential to do so. (In this case, clarify why the applicant has not opted into National Performance Measures and, if applicable, direct them to select appropriate National Performance Measures.)
The applicant has not created applicant-determined measures that are identical to National Performance Measures. (Note: This is a common problem that occurs when applicants have not selected the correct objective. Applicants must review the selection rules and choose the correct objectives or the corresponding performance measures will not be available for selection. Applicant-determined measures are recognizable by the labels OUTPT or OUTCM, followed by numbers. Any applications containing these labels are NOT National Performance Measures, even if the applicant has labeled them with the number of a national measure.)